

STUDENT – STAFF CONSULTATIVE COMMITTEE - UNDERGRADUATE

1. **Remit.** The University mandate that Student-Staff Committees meets to provide student feedback to the School. [See remit.](#) The committees are to:

- a. Enable students to participate in functioning of the School with a view to improving the quality of teaching and learning.
- b. Facilitate greater communication between students and staff.
- c. Identify and address areas of concern to students and staff.
- d. Permit student contribution to decision-making within the School.

2. **Membership.** In addition to the Head of School the president should invite the following:

School President (Chair)	1 st year reps (up to 3)	2 nd year reps (up to 3)
3 rd year reps (up to 3)	ScotGEM Class Rep	Director of Teaching
Deputy Director of Teaching (Quality Assurance & Enhancement)	BSc Course Director	ScotGEM Course Director
Module Controllers and/ or their deputies	Year Leads and / or their deputies	Clinical Medicine Lead
Anatomist Lead	Pro-Dean (Student Support)	LT Lead
Medicine Library Liaison Officer	ACT QA Officer	School Manager

3. **Output.** Significant issues raised at the SSCC will be reported to the School Management Group, School Teaching Committee and the School Council. The student reps are invited to report:

- a. Curriculum elements that went particularly well or were very popular.
- b. Proposals for change.
- c. A students' eye view of things that could be better.

4. **Schedule.** Two SSCCs are scheduled per semester, normally on Wednesdays in weeks 4 and 10. These are scheduled 1 year ahead so as to avoid interview days, School Council and other activities. The dates should not be changed. These meetings should occur in the main meeting room to accommodate the attendees. The chair is to send a calling note and agenda to the committee prior to the meetings.

5. **Minutes.** The chair will nominate a student to take the minutes, the chair will check and then circulate the minutes to the Executive Administrator. When complete the minutes are posted on Galen.

6. **Lunch.** A member of the school teaching support team will order catering as appropriate.

University of St Andrews - School of Medicine Handbook

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):	School Organisation > Management of School > School Committees and Student-Staff Consultative Committee		
Access Level: (Public/University/School Staff)	University		
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
29/06/2017	Published version	
11/04/2019		Update ScotGEM reps